

## Claims

[c1] Sub A1

1. A computer implemented method for procuring and managing professional services by an organization via a computer network, said method comprising:

- (a) providing a computer controlled by the organization which may communicate with a service provider computer over a computer network;
  - i. prompting a service provider to complete a service order comprising at least the following information to the organization: a file identifier;
  - ii. a description of the services to be provided; and
  - iii. estimated cost;
- (b) receiving the service order for approval or disapproval; and
- (c) notifying the service provider of the approval or disapproval.

[c2]

2. The method of claim 1 further comprising the steps of:

- (a) storing the service order in a memory accessible to the organization;
- (b) upon completion of the professional services, prompting the service provider to enter a completion order comprising at least the following information:
  - i. the file identifier; and
  - ii. actual cost;
- (c) receiving the completion order and adding it to the service order; and
- (d) providing means to compare the estimated cost of the service order to the actual cost of the completion order.

[c3]

3. The method of claim 1 wherein the service order further comprises an individual contact within the organization.

[c4]

4. The method of claim 3 wherein the individual is prompted to review the service order by email notification.

[c5]

5. The method of claim 1 wherein the service order further comprises one, some or all of the following information:

- (a) activity code matched to a category of type of service;
- (b) identity of individual service provider;
- (c) desired result;
- (d) estimated completion date; and
- (e) estimated time to complete.

09632439-00404

[c6]

6. The method of claim 5 further comprising the steps of:

- (a) storing the service order in a memory accessible to the organization;
- (b) upon completion of the professional services, prompting the service provider to enter a completion order comprising at least the following information:
  - i. the file identifier;
  - ii. the actual cost;
  - iii. actual result obtained;
  - iv. actual completion date; and
  - v. actual time to complete;
- (c) receiving the completion order and adding it to the service order; and
- (d) providing means to compare the information in the service order to the corresponding information in the completion order.

0962439-040404